



CLASSROOM RELEASE TIME

National Administration Guideline 3 - Classroom Release Time

Background to Policy

The granting of release time under the current Primary Teachers Collective Agreement is a condition of employment.

Policy Statement

The intent of classroom release time is to manage teacher workload while maximising benefits for student learning. Emphasis should be given to using release time so that it is professionally useful for the school's teaching and learning programs, the teacher's professional growth and the learning needs of students.

Policy Implementation

1. The classroom release time may be used for:
 - a) Planning,
 - b) Evaluation,
 - c) Reporting,
 - d) Assessment,
 - e) School wide and personal professional development,
 - f) Observing other teachers,
 - g) Reading/research,
 - h) From time to time, other agreed tasks or professional development agreed between the teacher and the principal.
2. Teachers are expected to work onsite. Classroom release time may be completed off-site subject to mutual agreement with management.
3. Each full time teacher is allocated 10 hours per term. Teachers working 0.8FTTE or more are entitled to a prorated number of hours. Teachers who work less than 0.8FTTE are not eligible for CRT.
4. Where school sessions prevent allocation of precisely 10 hours of classroom release time, the school shall endeavour to provide as close as possible to the 10 (ten) hour entitlement including, where needed, advanced or delayed entitlement across the 4 (four) terms of each school year.
5. When classroom release time cannot be provided for genuine reasons the school will ;
 - a) Record the reason for non-delivery,
 - b) Endeavour to reallocate the classroom release time at a later date in that school year,
 - c) Review the classroom release time policy if required,
 - d) Use the record of non-delivery when reviewing the policy.

RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY



6. When a teacher is not able to take part in scheduled release time (e.g. due to illness or other engagements) it is the responsibility of the teacher to request a change in times. If the change is not able to be accommodated the teacher may swap with another teacher. In some instances if this option is not available, the release time may not be able to be rescheduled.

7. Operational procedures will be designed in consultation between the principal and teaching staff of RidgeView School to meet this policy.

This policy is due for review every three years.

This policy will be reviewed as per the Board's Effectiveness Review Programme

Confirmed by the Board of Trustees on: _____ **(date)**

The planned review date will be: _____ **(date)**

Chairperson

Principal